

INTERNSHIP PLAN



LAMAR UNIVERSITY

Activity # _____ You may give the number corresponding to the 38 activities from the text to identify one of the activities.	TEXES comp.#____ You must have activities that represent each of the 10 Superintendent competencies.	Summary of Activity - Describe the activity you plan on implementing or participating in during your internship – you may use any of the internship activities identified in the <i>School Leader Internship</i> , 2 nd edition, pp. 19 – 68.	Resource Person	Projected Date to be Completed
1	2	Analyze school's vision/mission statement as it relates to school's master schedule.	Brown	12/10
2	2	Serve on district's Site Based Decision Making Team and PBMAS Core Analysis Team	Brown	5/11
3	2	Review the ways assessment data are used by the board, superintendent, faculty, staff, and community relations department.	Hargrove, Brister, Finch, Combs	5/11
4	3	Conduct a faculty meeting at the high school.	Brown, Estes	12/10
5	2	Consensus Building: Work with campus curriculum committee to examine possibility of changing campus schedule.	Brown, Estes	12/10
6	2	Attend meeting of district administrators. Observe the leader's behavior in outlining goals, seeking information, providing information, etc.	Hargrove	11/10

7	5	Analyze alignment of curriculum from middle school to high school.	Brown, Brister	1/11
8	5	Participate in the process of student class scheduling at elementary and secondary levels.	Estes, Brown, Knight, Casey, Dickerson	5/11
9	5	Conduct at least two teacher appraisals using the clinical supervision model.	Brown	1/11
10	6	Conduct meetings with high school teachers to discuss strategies to motivate students for TAKS success.	Brown	2/11
11	6	Review board policy on technology. Review the degree of compliance and legal aspects.	Allen	2/11
12	6	Analyze district test results. Assess current strengths and weaknesses in student achievement.	Brown, Brister	5/11
13	5	Plan and supervise a co-curricular activity.	Brown	5/11
14	7	Analyze the district staff development plan with respect to school's vision/ mission statement.	Brister, Finch	4/11
15	10	Meet with a district leader involved in implementing district change.	Hargrove	5/11

16	6	Review discipline referrals and analyze regarding grade level, special programs, race, and gender.	Lisbony	3/11
17	10	Participate in a career or educational program session with a student.	Brown	5/11
18	8	Review policy and budget for administrative technology.	Allen	2/11
19	8	Meet with school attendance officer to discuss procedures, policies, law, finance, and general operations.	Cricchio Lisbony	3/11
20	9	Attend meeting with district maintenance director to discuss facility issues and solutions.	Matthews	10/10
21	9	Review policies for student transportation: home-to-school, school-to-home, and co-curricular.	Brown	11/10
22	9	Observe district food service worker, focusing on needs, concerns, and overall assessment of work, and review policies related to food service.	McGee, Brown	12/10
23	7	Participate in an interview for a professional position.	Estes Brown	5/11
24	8	Participate in the budget planning process for a campus and department.	Estes Brown	6/11

25	3	Interview district public relations coordinator regarding strategies for effective communication.	Combs	4/11
26	3	Plan and supervise a parent information night to answer questions and receive input from parents.	Brown Estes	2/11
27	3	Examine and evaluate school library with regard to resources that address the heritage and values of culturally diverse populations.	Roddy	3/11
28	3	Compile a list of social agencies available to support students, staff, and administration.	Slaughter	2/11
29	1,4	Analyze the superintendent's job description and evaluation instrument for correlation between the description and the instrument.	Hargrove	5/11
30	1,4	Interview a retired educator, focusing on oral history of the community and the school system.	Dean	5/11
31	1,4	Provide evidence that I do what I tell others to do (i.e. continued professional growth, monitoring students, etc.)	Brown	6/11
32	1,4	Develop the following interpersonal skills: avoids being defensive when challenged and encourages others to participate when leading meetings.	Brown	6/11
33	1.4	Attend as many school board meetings as possible and write reflections on outcomes, decisions, etc.	Brown	6/11

34	5	Evaluate and understand the Response to Intervention process at the elementary level. Consider all screening, interventions, progress monitoring, and progressions through tiers.	Finch Knight Casey Dickerson	5/11
35	10	Choose a current issue in the district and interview persons on each side of the issue.	Hargrove	6/11
36	6	Compile a list of current issues that affect teaching and learning. Assess the degree of importance and urgency for each issue.	Brown	6/11
37	8	Work with the professional organization TASA on the New Vision for Public Education Field Guide Writing Team	Brown	1/11
38	8	Compile a list of books, publications, etc. used or recommended for the position of superintendent.	Hargrove	2/11

The Internship Plan is a brief, but specific, document indicating your overall approach to the Internship Program. Within this document, you will briefly identify the areas of activities you will approach and indicate which of the ten TExES Superintendent Competencies and Quality Indicators are used with each. You will also provide a brief description of the activities, your resource person to be used, and estimated completion date for the entire plan. *As always, this is a living document and subject to update and change.*

District action research plan – Students may wish to add an action research plan to their Superintendent Intern Plan since you will be required to identify some district or campus improvement project as part of your intern plan. You may use the two Action Research templates (School or Professional Improvement – SIP/PIP) Template or the Tool 7.1 Action Plan Template.

